CTS: Running with Dates Desk Aid

Processing Caretaker Supplement (CTS) cases, specifically establishing eligibility in a previous month (a retroactive payment), may require a worker to use the process of running SFED/SFEX with dates ("running with dates") in CARES. However, that process only needs to be used in certain situations.

It is imperative to run with dates in CARES only when absolutely necessary. Once running with dates has been done, it cannot be "undone," thereby causing the worker extra work to generate an unnecessary manual payment.

The general rule of thumb:

- If you are determining eligibility for the **whole CTS AG** (Assistance Group), running with dates **does not** need to be used. (See examples below.)

- If you are determining eligibility for an **individual member** being added to a CTS AG, running with dates **does** need to be used if the CTS AG is already receiving benefits for the month the individual is being added to the group.

Whole CTS AG

When processing CTS for the whole AG, CARES will test and determine CTS eligibility when both of the following statements are true:

1. There is a valid request on ACPA, and

2. The program request date on ACPA is set within the 9 months prior to the current month

> Example 1
> Sally applied for CTS benefits on May 2. On May 20, Sally's worker confirms the CTS eligibility. Since the worker is establishing eligibility for the whole CTS AG, it is not necessary for the worker to run with dates to establish the CTS eligibility and trigger a CTS payment for May. CARES will send the May benefit information through the interface with EDS on the next interface date.
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> A manual payment processed in this scenario would be in error. The case would be overpaid for May.

> Example 2
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> Matthew has been receiving CTS payments since February. On May 15 his worker was notified that his SSI was terminated. His worker changes the "SSI Payment" field on ANBR from "Y" to "N" to indicate that he is no longer receiving payments. The CTS AG closed at May adverse action effective May 31.
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> On June 10, his worker was informed that Matthew's SSI eligibility was re-established and that he is still receiving payments. His worker changes the "SSI Payment" field on ANBR from "N" to "Y". His worker runs SFED/SFEX and re-establishes the CTS eligibility. Since the whole CTS AG is affected, CARES will open the CTS AG without having to run with dates. The CTS eligibility can be established and the payment will be triggered and sent to EDS at the next interface.

Individuals

It is necessary to run SFED/SFEX with dates to establish eligibility for an individual being added to an already open CTS AG.

> Example 3
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> Phoua is receiving CTS. She has a child who turned seven months old on May 14. At May adverse action, the child was determined nonfinancially ineligible for CTS. Phoua remained eligible for CTS for the rest of her children. Phoua's June benefit was reduced by $150. On June 3, Phoua verifies her child's SSN. The worker must run SFED/SFEX with dates for the month of June to establish eligibility for the child. A manual payment is processed to supplement the June payment.
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> The worker must then run SFED/SFEX normally (without dates) for the recurring month to determine ongoing CTS eligibility for all the children.

Example 4
Michelle is receiving CTS for her three children. On May 3, she calls her worker to report that her fourth child has returned home from foster care. The worker must run SFED/SFEX with dates for the month of May to establish eligibility for the child. A manual payment is processed to supplement the May payment.

The worker must then run SFED/SFEX normally (without dates) for the recurring month to determine ongoing CTS eligibility for all the children.

Exceptions

Exceptions occur when either:

- The CTS request date is earlier than the program request date on ACPA, or

- The program request date on ACPA is more than 9 months prior to the current month.

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Example 5
On December 1, 2002, Jill received a lump-sum retroactive SSI payment. Her eligibility dates back to November 1, 2001.

Jill's worker is processing the CTS application on December 5, 2002. Depending upon what date is in the program request date field on ACPA, the worker will be able to use CARES to determine eligibility for at least some, if not all of the back months. The maximum number of months CARES is able to process is nine. The worker should run SFED/SFEX to test the CTS eligibility for these months first.

After eligibility is tested and confirmed for those months, the worker can then go back and test the remaining months of eligibility using the running with dates technique. Manual payments do need to be triggered using the appropriate form, ACMP, and case comments for these months. (It is imperative that eligibility be tested in CARES in this order. If running with dates is done first, the entire processing sequence will not work.)

The worker will run SFEX/SFED normally (without dates) to test eligibility for ongoing benefits.

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Note: The ACPA request for CTS can go as far back as January 1998, provided there is a request for some other benefit at that point in time (that is, a CARES case already existed for a different program).